



City of Long Beach Employment Opportunity

SAFETY SPECIALIST

Job Number: D69AN-18

SALARY: \$2,070.80 - \$3,813.76 Biweekly

OPENING DATE: 09/21/18

CLOSING DATE: 10/05/18 04:30 PM

DESCRIPTION:



Accepting online applications only. Apply online 24 hours a day, beginning at September 21, 2018 through 4:30 p.m. October 5, 2018. Current vacancy is in the Public Works Department.

EXAMPLES OF DUTIES: Under general supervision, assists in the administration of the Citywide Safety Program and may perform as a program staff specialist or department safety specialist; assists in developing and evaluating safety goals and standards; assists and advises management in promotion of an overall safety culture; advises employees and supervisors on injury prevention and safety related matters; performs facility safety inspections for compliance with Cal/OSHA requirements and other standards; provides training and instruction on safety related matters; conducts industrial hygiene sampling including indoor air quality assessments, noise and chemical exposure monitoring; utilizes computerized systems to track and identify accident causes to make recommendations for the prevention of similar injuries and illnesses; prepares statistical reports and correspondence related to program evaluation and performance measures; oversees the maintenance of required records and reports; makes recommendations on Citywide safety policies and standards; develops instructional materials for safety related topics; performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet Option A **OR** B:

A. Bachelor's degree from an accredited college or university in occupational health studies, environmental studies, industrial health, safety management, safety technology, or a closely related field **(proof required)* AND** one (1) year paid, full-time equivalent experience in the field of occupational safety and health, industrial hygiene, safety education and/or facility safety inspections.

B. A combination of education **(proof required)*** and experience in occupational safety and health, industrial hygiene, safety education and/or facility safety inspections equivalent to five (5) years.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the**

applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

Additional Requirements to File

Knowledge of:

- California Code of Regulations, Title 8;
- Methods and practices for developing and administering a comprehensive safety program, conducting accident and work place safety audits and investigations, and designing employee safety training programs;
- Safety Programs and its safety and environmental policies and practices;
- Safety and chemical/hazardous materials issues;
- Standard safety equipment used in public sector occupations;
- Basic research methods and statistical analysis techniques;
- Principles and practices of sound business communication;
- Federal and state laws, regulations and standards for employee health and environmental safety.

Ability to:

- Effectively communicate both orally and in writing;
- Independently apply procedures and regulations affecting safety operations;
- Understand, explain, interpret and apply complex federal and state requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances;
- Evaluate workplace safety programs and practices and make sound recommendations for improvement;
- Conduct effective employee training programs, and accident and workplace safety investigations;
- Exercise sound independent judgment and initiative within policy guidelines;
- Prepare clear, concise and comprehensive investigative reports and other materials;
- Understand and follow written and oral instructions;
- Operate a computer and standard business software;
- Establish and maintain effective working relationships with all those encountered in the course of work.

Willingness to:

- Respond to emergency calls at night and on weekends;
- Travel occasionally, as required.

A valid driver's license and DMV driving record will be required by the hiring department.

DESIRABLE QUALIFICATIONS:

- Experience with construction project safety inspections.
- Associate Safety Professional by the Board of Certified Safety Professionals.
- Certified Safety Professional by the Board of Certified Safety Professionals.
- Occupational Health and Safety Technologist by the Board of Certified Safety Professionals.
- Certified Industrial Hygienist by the American Board of Industrial Hygiene.
- Construction Health and Safety Technologist by the Board of Certified Safety Professionals.
- Other equivalent professional safety certifications that will be considered on a case-by-case basis.
- City-specific knowledge, skills and abilities in the areas of: safety programs, environmental policies and procedures, and chemical/hazardous materials issues.
- Ability to understand, explain, interpret and apply complex City requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances.

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

Application and Supplemental Packet.....Qualifying

Written Examination.....100%

A minimum rating of 70 must be attained to pass the examination. Certification by score bands will be considered based on an analysis of test results.

The written examination is tentatively scheduled for the week of October 22, 2018. If you have not received notification by November 2, 2018 contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.
An Equal Opportunity Employer

J.O.B. D69AN-18 Safety Specialist CP 09/19/18

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #D69AN-18
SAFETY SPECIALIST
CP

Civil Service Department
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

SAFETY SPECIALIST Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about your qualifications for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the information above?

☐ Yes ☐ No

- * 2. **REQUIREMENTS TO FILE:** Please indicate under which Requirement you qualify under. NOTE: *Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

☐ Bachelor's degree from an accredited college or university in occupational health studies, environmental studies, industrial health, safety management, safety technology, or a closely related field (proof required)* AND one (1) year paid, full-time equivalent

experience in the field of occupational safety and health, industrial hygiene, safety education and/or facility safety inspections.

☐ A combination of education (proof required)* and experience in occupational safety and health, industrial hygiene, safety education and/or facility safety inspections equivalent to five (5) years.

☐ I do not meet any of the requirements above. (Selecting this option will disqualify you from the position.)

* 3. Do you possess knowledge in any of the following? Indicate all that apply.

☐ California Code of Regulations, Title 8

☐ Methods and practices for developing and administering a comprehensive safety program, conducting accident and work place safety audits and investigations, and designing employee safety training programs

☐ Safety Programs and its safety and environmental policies and practices

☐ Safety and chemical/hazardous materials issues

☐ Standard safety equipment used in public sector occupations

☐ Basic research methods and statistical analysis techniques

☐ Principles and practices of sound business communication

☐ Federal and state laws, regulations and standards for employee health and environmental safety

* 4. Do you possess the ability to do any of the following? Indicate all that apply.

☐ Effectively communicate both orally and in writing

☐ Independently apply procedures and regulations affecting safety operations

☐ Understand, explain, interpret and apply complex federal and state requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances

☐ Evaluate workplace safety programs and practices and make sound recommendations for improvement

☐ Conduct effective employee training programs, and accident and workplace safety investigations

☐ Exercise sound independent judgment and initiative within policy guidelines

☐ Prepare clear, concise and comprehensive investigative reports and other materials

☐ Understand and follow written and oral instructions

☐ Operate a computer and standard business software

☐ Establish and maintain effective working relationships with all those encountered in the course of work

* 5. Are you willing to respond to emergency calls at night and on weekends?

☐ Yes ☐ No

* 6. Are you willing to travel occasionally, as required?

☐ Yes ☐ No

* 7. A valid driver's license and DMV driving record will be required by the hiring department. Do you understand the information above?

☐ Yes ☐ No

* 8. **EXPERIENCE:** Describe your experience developing, evaluating or implementing safety policies and programs. Include the following: 1) Name of Employer (s); 2) Job Title; 3) Job Duties; 4) Specific dates of employment; 5) Hours per week. If none, put "N/A".

* 9. Describe your experience conducting safety training and/or preparing curriculum for safety training. Include the following: 1) Name of Employer (s); 2) Job Title; 3) Job Duties; 4) Specific dates of employment; 5) Hours per week. If none, put "N/A".

* 10. Describe your experience conducting industrial hygiene surveys, including the types of instruments used. Include the following: 1) Name of Employer (s); 2) Job Title; 3) Job

Duties; 4) Specific dates of employment; 5) Hours per week. If none, put "N/A".

- * 11. Describe your experience conducting safety inspections and reports. Include the following: 1) Name of Employer (s); 2) Job Title; 3) Job Duties; 4) Specific dates of employment; 5) Hours per week. If none, put "N/A".
- * 12. Describe your experience developing safety statistical reports specifically designed to advise management on methods to reduce injury, illnesses, and hazards. Include the following: 1) Name of Employer (s); 2) Job Title; 3) Job Duties; 4) Specific dates of employment; 5) Hours per week. If none, put "N/A".
- * 13. Please describe any other related training or experience that qualifies you for this position. If none, put "N/A".
- * 14. **DESIRABLE QUALIFICATIONS:** Do you possess any of the following desirable qualifications? Please indicate all that apply.
 - ☐ Experience with construction project safety inspections
 - ☐ Associate Safety Professional by the Board of Certified Safety Professionals
 - ☐ Certified Safety Professional by the Board of Certified Safety Professionals
 - ☐ Occupational Health and Safety Technologist by the Board of Certified Safety Professionals
 - ☐ Certified Industrial Hygienist by the American Board of Industrial Hygiene
 - ☐ Construction Health and Safety Technologist by the Board of Certified Safety Professionals
 - ☐ Other equivalent professional safety certifications that will be considered on a case-by-case basis
 - ☐ City-specific knowledge, skills and abilities in the areas of: safety programs, environmental policies and procedures, and chemical/hazardous materials issues
 - ☐ Ability to understand, explain, interpret and apply complex City requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances
 - ☐ None of the above (Selecting this option will not disqualify you from the position.)
- * 15. **GENERAL QUESTIONS:** I understand that proof of required documents must be submitted as attachments at the time of filing. I also understand that failure to submit all required documents at time of filing and will result in the application being considered incomplete. Proofs for this position may include: college degree, college transcripts, certificates, and/or DD-214 Member 4 Form.
 - ☐ Yes ☐ No
- * 16. Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.
 - ☐ Yes ☐ No
- * 17. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Do you understand the information above?
 - ☐ Yes ☐ No

* Required Question